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SUPPLEMENTAL DISTRIBUTION

19 March 1969

Copy 2 of 3

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CIA ARCHIVES AND RECORDS CENTER

19 March 1969

MEMORANDUM FOR: Chief, Records Administration Branch

SUBJECT : Supplemental Distribution

1. PROBLEM: Space for the Storage of CIA Records

The CIA Archives and Records Center (A&RC) has four separate functions, each one concerned with the storage of a different category of records. This paper will deal with one of these functions, Supplemental Distribution.

2. DEFINITIONS:

A. Supplemental Distribution (S.D.). This is the reserve stock of Agency produced finished intelligence reports and maps held at the A&RC for immediate release to Agency components, other USIB Agencies and Foreign Governments as they are needed to supplement the initial distribution.

B. Accessions - The volume in cubic feet (cu. ft.) received from the printer for S.D.

C. Returns - Copies sent to the A&RC by the components when they no longer have a need for them.

D. Transfers - The volume in cu. ft. removed from the A&RC as a result of servicing requests.

E. Disposals - The volume in cu. ft. destroyed at the A&RC in accordance with existing stock levels and retention schedules.

F. Stock level - A maximum and minimum level on the number of copies held for S.D.

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G. Retention Schedule - A schedule that systematically reduces the number of copies on a yearly basis until all S.D. copies are destroyed.

3. ASSUMPTIONS

A. The Agency will continue to produce Intelligence Reports and maps.

B. The rate of production will not decrease in the foreseeable future.

C. Supplemental Distribution copies of this production must continue to be made available to the intelligence community.

4. Facts Bearing on the Problem

A. Supplemental Distribution was first established in the Agency on 22 August 1946 by C.I.G. Administrative Order No. 12 (Attachment A). The function was established as a part of the Communications Division of the P&A Branch. The Communications Division was an early predecessor to the current A&RC operation.

B. The authority for the Supplemental Distribution function is currently contained in CIA Regulation No. 110-50-7, dated 7 April 1952 (Attachment B).

C. All Directorates of the Agency and the DCI area have Supplemental Distribution items stored at the A&RC (Attachment C).

D. The A&RC has worked with the producing components to establish stock levels and retention schedules for all reports. The map storage at the A&RC is a backup to the Supplemental Distribution function carried on by the OBGI/Map Library; therefore the A&RC does not have stock levels or retention schedules to cover them. A sample of a stock level/retention schedule is attached (Attachment D).

E. The increase in the volume of S.D. at the A&RC parallels the increase in the production of intelligence reports by the Agency. Some S.D. operations have been carried on by the producing components for periods of time, however, the shortage of space in the Headquarters

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area has forced these components to turn these operations over to the A&RC (Attachment E & F).

F. The S.D. items stored at the A&RC are used. Requests are received daily from Agency components, other USIB agencies and Foreign Governments, (Attachment G). Frequently the demand is so great for a particular report that it is necessary to rerun additional copies. To prevent as many of these costly reruns as possible, the A&RC has issued instructions to all users of reports to return them to the A&RC when they no longer need them. These Returns are checked with the stock levels, if the A&RC has the specified number of copies on hand, the Returns are destroyed, if the A&RC has less than the specified number of copies, the Returns are logged and filed to be used again.

G. The S.D. storage function is not a continuous stockpiling of old reports. Since 1956 all reports have had stock levels and retention schedules. All copies of all reports except the NIS are destroyed after an average of 8 1/2 years. The NIS is destroyed when a maintenance copy is published. In addition to routine destruction caused by the maintenance program, there have been 44 NIS Notices published authorizing the destruction of obsolete copies (Attachment E). There is not a planned destruction of the maps, at least as far as the A&RC can determine. An occasional list is received from the Map Library authorizing destruction of various maps (Attachment H).

H. The storage of the S.D. at the A&RC, including the Top Secret and Codeword, does not require special vault areas or filing equipment. The S.D. items are stored in standard Records Center boxes on the regular A&RC shelves.

I. As one of the A&RC functions, the S.D. is maintained and serviced with a minimum of personnel. The same forms, the same personnel and the same basic procedures are used for the S.D. function that are used for the other A&RC functions.

J. The S.D. function does require space, equipment and personnel. It will require space, equipment and personnel wherever it is located. The A&RC is the most economical facility available to the Agency for this function (Attachment I).

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## 5. DISCUSSION

The S.D. has always been a space problem because it requires space and this space has always been provided in the A&RC. Many attempts have been made to relocate the S.D. from A&RC physically and/or organizationally. It was proposed in January 1954 by the Chief, Records Management Staff that the S.D. function remain in Washington when the A&RC moved [redacted] Attachment J). This plan was not accepted, and the S.D. was moved [redacted] along with the other A&RC functions in 1955. Again in April 1957, when the original Records Center [redacted] was full, proposals were made by the Chief, Records Management Staff to relocate the S.D. function to prevent construction of an addition to the A&RC (Attachment K). These proposals were rejected, and an addition to the A&RC was constructed.

In 1967 we were once again faced with the fact that the A&RC would be filled by January 1969. As a temporary measure, space was obtained from G.S.A. in the Federal Records Center at Suitland, Maryland. All of the collateral S.D. reports and maps were moved to this space still under the administrative control of the A&RC. Because of the special security requirements, the Codeword and Top Secret reports were retained [redacted] This move is temporary, and a permanent solution is still to be worked out.

One possible method of reducing the volume is to microfilm. There are many problems, and a tremendous expense inherent to such a program. There must be personnel and facilities available to do the filming. The reason for the S.D. function is to provide immediate service to customers, both within the Agency and outside; therefore, if items are filmed, we must be able to still furnish them to the customers in a useable form. There have been some attempts to microfilm certain collections by the producing components without much success. The OBGI Map Library started a program of filming maps and using the film for reference; this program was abandoned as not workable. NPIC has a film copy of their reports, however, there are S.D. copies of the same reports at the A&RC because it is more economical to service the hard copy.

Since the average length of time the reports, other than the NIS, are retained is 8 1/2 years, it does not seem that it would be practicable to microfilm them. The NIS reports contain maps and charts that cannot be filmed, however, there is the possibility that the NIS Gazetteer could be filmed.

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The S.D. could be transferred physically and organizationally to another Agency component. This would be fine for the Records Administration Staff and the A&RC, however, it would be a disservice to the Agency as a whole.

Experience has shown that not only is the A&RC more economical in the terms of space, but it is more efficient in serving the S.D. and more realistic in controlling the volume. This is probably true because the Records Administrative Staff and the A&RC are space conscious, management orientated and dedicated to service. The trend has been to transfer S.D. operations from the producing components to the A&RC. In 1957 the S.D. copies of the National Intelligence Estimates (NIE) were transferred from Central Reference to the A&RC; in 1959 the extra copies of maps were transferred from OBGI/Map Library; in 1968 the S.D. copies of Top Secret documents were transferred from Central Reference; in 1968 the S.D. copies of NPIC reports were transferred from NPIC. All of these actions saved the Agency considerable space, equipment and manpower. To transfer the S.D. back to the components would be a complete reversal of this policy of providing records storage for the Agency, and would be much more expensive to the Agency in terms of space, equipment and personnel.

## 6. CONCLUSIONS

A. No change in the basic policy of storing in hard copy at the Archives and Records Center appears to be warranted.

B. Controls need to be established to control the volume of maps held for S.D.


C. Additional space will be needed for S.D., and the most logical place to provide this space is

## 7. RECOMMENDATIONS

A. All stock levels and retention schedules be revised and the number of copies initially sent to the A&RC for S.D. and the length of time they are to be held be reduced wherever possible.

B. The number of copies of maps sent to the A&RC for S.D. be reduced and a systematic procedure be established to destroy obsolete maps.


C. Pursue the possibility of microfilming the NIS Gazetteer with OBGI.

D. Provide additional space 



Deputy Chief

Attachments:

- A. CIG Administrative Order #12, Page 1.
- B. CIA Regulation  Page 2.
- C. Inventory of Supplemental Distribution, Dtd. 1/31/69.
- D. OER Supplemental Distribution Retention Schedule.
- E. Chart - Supplemental Distribution Activity.
- F. Chart - Number of reports and maps received.
- G. Chart - Reference Activity.
- H. Sample of Map Destruction list.
- I. Chart - Supplemental Distribution Holdings by Fiscal Year.
- J. Memo to Chief, Records Center, from Chief, Records Management.
- K. Memo for the Record from Chief, Records Management Staff

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COPY NO. 62

22 August 1946

A

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER NO. 12

INTERIM POLICY AND PROCEDURE FOR  
DISSEMINATION OF INTELLIGENCE PRODUCED BY C.I.G.

1. This memorandum prescribes an interim policy and procedure for the dissemination of intelligence produced by C.I.G. As the new organization develops, desirable changes will be made to meet organizational requirements.

2. The Office of Dissemination will determine what distribution will be given to each item of finished intelligence. This will be in close collaboration with OR & E and interested offices and staffs, and subject to special instructions of the Director where high-level or sensitive subjects are concerned. Resultant decisions will be recorded in Dissemination Orders published by the Assistant Director for Dissemination with signature form reading "For the Director of Central Intelligence." The action copy will go to the Communications Division of the Personnel and Administration Branch, with information copies to the Executive Director and appropriate offices and staff.

3. Physical distribution of items will be made by the Communications Division of the P & A Branch, in accordance with Dissemination Orders received. The Communications Division will maintain appropriate records and pending further instructions, will maintain storage of surplus. Report of completion of distribution will be made to the Office of Dissemination.



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31 January 1969

DCI Supplemental Distribution Items Stored at The Archives  
and Records Center - Volumes Shown in Cubic Feet

	<u>COLLATERAL (AT SUITLAND)</u>	<u>CODEWORD &amp; TS</u>	<u>TOTAL</u>
DCI ONE	31	46	77
OGC	2		2
OLC	6		6
HISTORICAL STAFF	<u>30</u>	<u>          </u>	<u>30</u>
DCI TOTALS	69	46	115

31 January 1969

DDI Supplemental Distribution Items Stored at The Archives  
and Records Center - Volumes Shown in Cubic Feet

		<u>COLLATERAL (AT SUITLAND)</u>	<u>CODEWORD &amp; TS</u> <u>1</u>	<u>TOTAL</u>
DDI OBG	NIS REPORTS	10,297		
	NIS GAZ. NEGATIVES	54		
	NIS HALFTONE NEGATIVES	531		
	MAPS	5,942		
	REPORTS	<u>75</u>		
		16,899	33	16,933
FBIS		586		586
OER		160	51	211
NPIC		361	450	811
OSR		158	10	168
CRS		519	4	523
OCI		<u>35</u>		<u>35</u>
DDI TOTALS		18,718	549	19,267

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31 January 1969

DDP Supplemental Distribution Items Stored at The Archives  
and Records Center - Volumes Shown in Cubic Feet

	<u>COLLATERAL (AT SUITLAND)</u>	<u>CODEWORD &amp; TS</u>	<u>TOTAL</u>
DDP <input type="text"/> (HSOs)	45		45
CA <input type="text"/>	<u>68</u>		<u>68</u>
DDP TOTALS	113		113

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31 January 1969

DDS Supplemental Distribution Items Stored at The Archives  
and Records Center - Volumes Shown in Cubic Feet

	<u>TOTAL</u>
DDS/OL (TELEPHONE DIRECTORIES)	2
DDS/SSS/RCB (REGULATION, HANDBOOKS, NOTICES)	<u>313</u>
DDS TOTALS	*315

\*These items are only classified thru SECRET,  
however, they are stored  because of  
their sensitive nature.

31 January 1969

DDS & T Supplemental Distribution Items Stored at The Archives  
and Records Center - Volumes Shown in Cubic Feet

	<u>COLLATERAL (AT SUTLAND)</u>	<u>CODEWORD OR TS</u> <div style="border: 1px solid black; width: 100px; height: 15px; display: inline-block;"></div>	<u>TOTAL</u>
DDS & T OSI	176	165	341
FMSAC	8	56	64
OEL	<u>2</u>	<u>7</u>	<u>9</u>
DDS & T TOTALS	186	228	414

31 January 1969

Summary of Supplemental Distribution Items Stored at The  
Archives and Records Center - Volumes Shown in Cubic Feet

	<u>COLLATERAL (AT SUITLAND)</u>	<u>CODEWORD &amp; TS</u> <u>[REDACTED]</u>	<u>TOTAL</u>
DCI	69	46	115
DDI	18,718	549	19,267
DDP	113		113
DDS		*315	315
DDS & T	<u>186</u>	<u>228</u>	<u>414</u>
AGENCY TOTALS	19,086	1,138	20,224

\*These items are only classified thru  
SECRET, however, they are stored [REDACTED]  
because of their sensitive nature.

Approved For Release 2007/01/22 : CIA-RDP73-00402R000100320004-5

RECORDS DISPOSITION AUTHORITY

Supplementary Distribution Schedule 22-68  
for the Office of Economic Research is approved  
and authority hereby given to implement the  
disposition instructions contained therein.

Preparation:

[Redacted Signature]

Records Administration Officer, OER

Approval:

[Redacted Signature]

Chief, Records Administration Branch, SSS-DD/S

17 Oct 1968

Date

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RECORDS CONTROL SCHEDULE

22-68

OFFICE, DIVISION, BRANCH

OFFICE OF ECONOMIC RESEARCH

SIGNATURE

CONCURRENCE

2 OCT 1968

25X1

TITLE

DATE

CER RECORDS ADMINISTRATION OFFICER

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p><b>Finished Economic Intelligence Reports including Economic Intelligence Committee Reporting</b></p> <p>a. CIA/RR ER (1963-1966) CIA/RR ER SC (1963-1966) CIA/RR IR (1967) ER IR (Beginning 1968) CIA/RR EM (1963-1966) CIA/RR EM SC (1963-1966) CIA/RR IM (1967) ER IM (Beginning 1968) CIA/RR H (1966-1967) ER H (Beginning 1968) ER H 68-1 CIA/RR A, ERA (1963-1967) CIA/RR A, ERA SC (1963-1966) EIC-R EIC-S EIC-SR EIC-WF EIC-WGR</p> <p>b. (Old Schedule)</p> <p>b. CIA/RR EP (1963-1966) CIA/RR EP SC (1963-1966) CIA/RR SP (1967) ER SP (Beginning 1968) CIA/RR CB (1963-1966) CIA/RR CB SC (1963-1966)</p> <p>c. Reproduction Masters</p>		<p>1. For a period of one year, do not destroy any copies which are received by the Records Center from PSD for supplementary distribution.</p> <p>2. Destroy all but fifteen (15) copies one year after publication unless otherwise notified by OER.</p> <p>3. Destroy all but ten (10) copies two years after date of publication.</p> <p>4. Destroy all but five (5) copies four years after publication.</p> <p>5. Destroy all copies six years after publication.</p> <p>Apply the above disposition instructions.</p> <p>Retain five (5) copies. Destroy copies six years after date of publication.</p> <p>Discontinued - A new process is now used to produce additional copies when necessary. Destroy all now at the A&amp;RC.</p>

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16 OCT 1968

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OER File

CIA ARCHIVES AND RECORDS CENTER

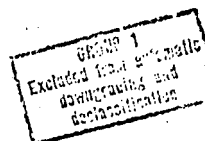
16 October 1968

MEMORANDUM FOR: Chief, Records Administration Branch  
SUBJECT : OER Supplemental Distribution Schedule

1. I recommend that you approve the revised Supplemental Distribution Control Schedule (22-68) submitted by OER.
2. This new schedule will reduce the OER Supplemental Distribution holding by approximately 50 per cent (about 200 cu. ft.). This is OER's major contribution to the current "Records Purge".
3. After checking [redacted] OER/RAO, an explanation has been added to clarify the items that were omitted from the new schedule.

[redacted]  
Chief

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(XERO)

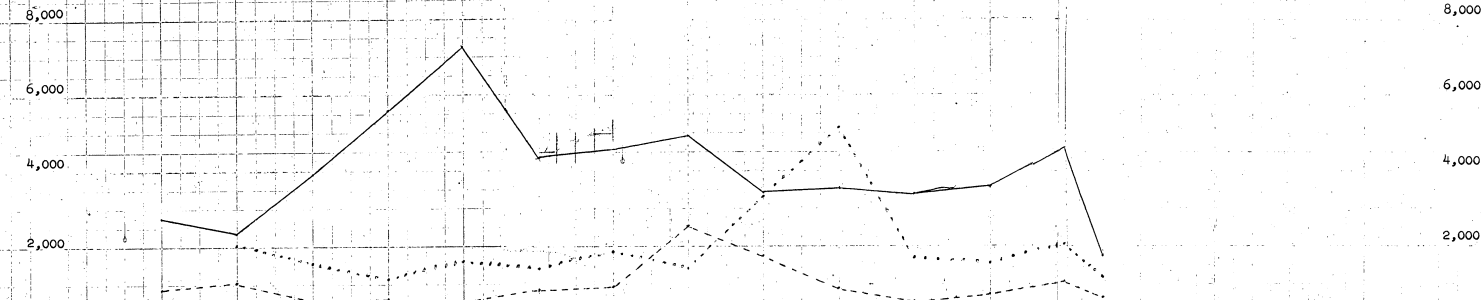
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SUPPLEMENTAL DISTRIBUTION ACTIVITY BY FISCAL YEAR

— ACCESSIONS  
- - - TRANSFERS  
..... DISPOSALS

CUBIC FEET

CUBIC FT.



<sup>1</sup>Stock levels established and retention schedules put into effect.

<sup>2</sup>Received surplus copies of Maps that were formerly stored and serviced by OBGI/Map Library.

<sup>3</sup>The Supplemental Distribution copies of the Joint Publications Research Reports returned to the producing contractor for storage and servicing.

<sup>4</sup>The National Intelligence Survey (NIS) was purged.

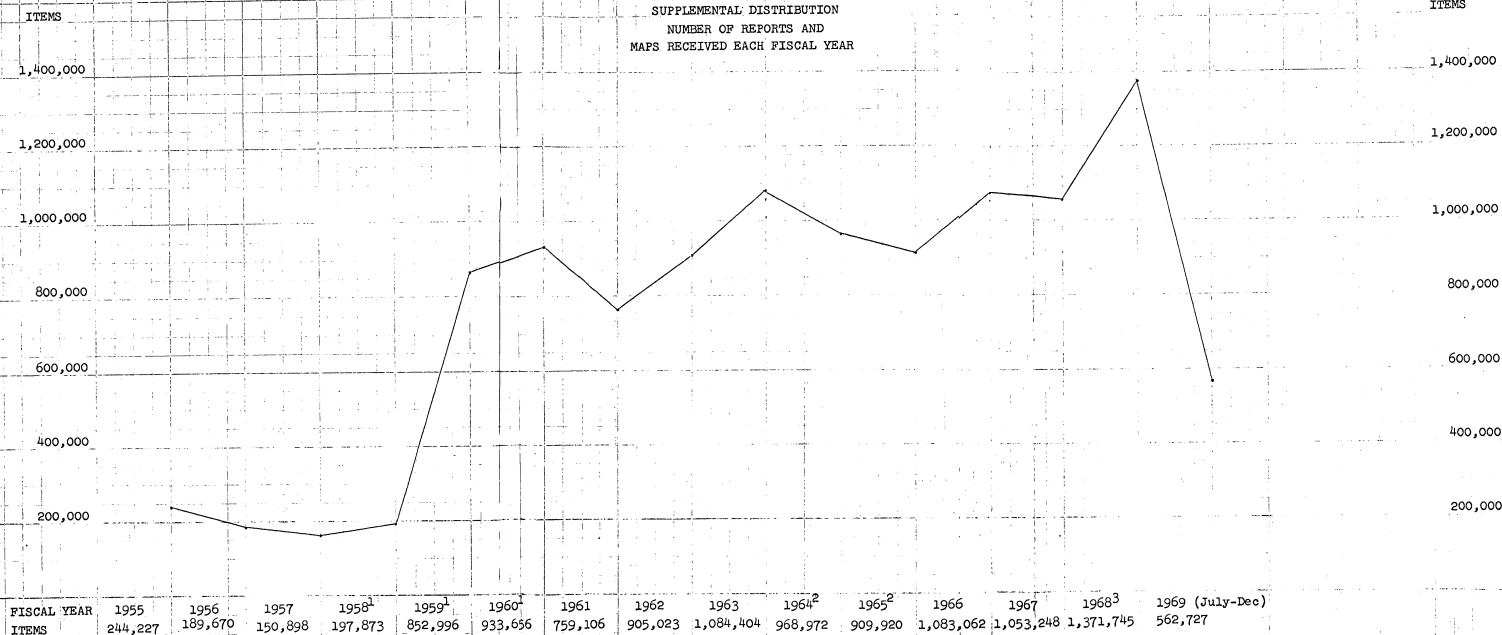
<sup>5</sup>The production of the NIS was reduced.

<sup>6</sup>Received Supplemental Distribution copies of reports from NPIC that were formerly stored and serviced by NPIC, and received reports classified Top Secret that were formerly stored and serviced by CRS.

<sup>7</sup>Current records purge; about 75 per cent of this figure was NIS.

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SUPPLEMENTAL DISTRIBUTION  
NUMBER OF REPORTS AND  
MAPS RECEIVED EACH FISCAL YEAR



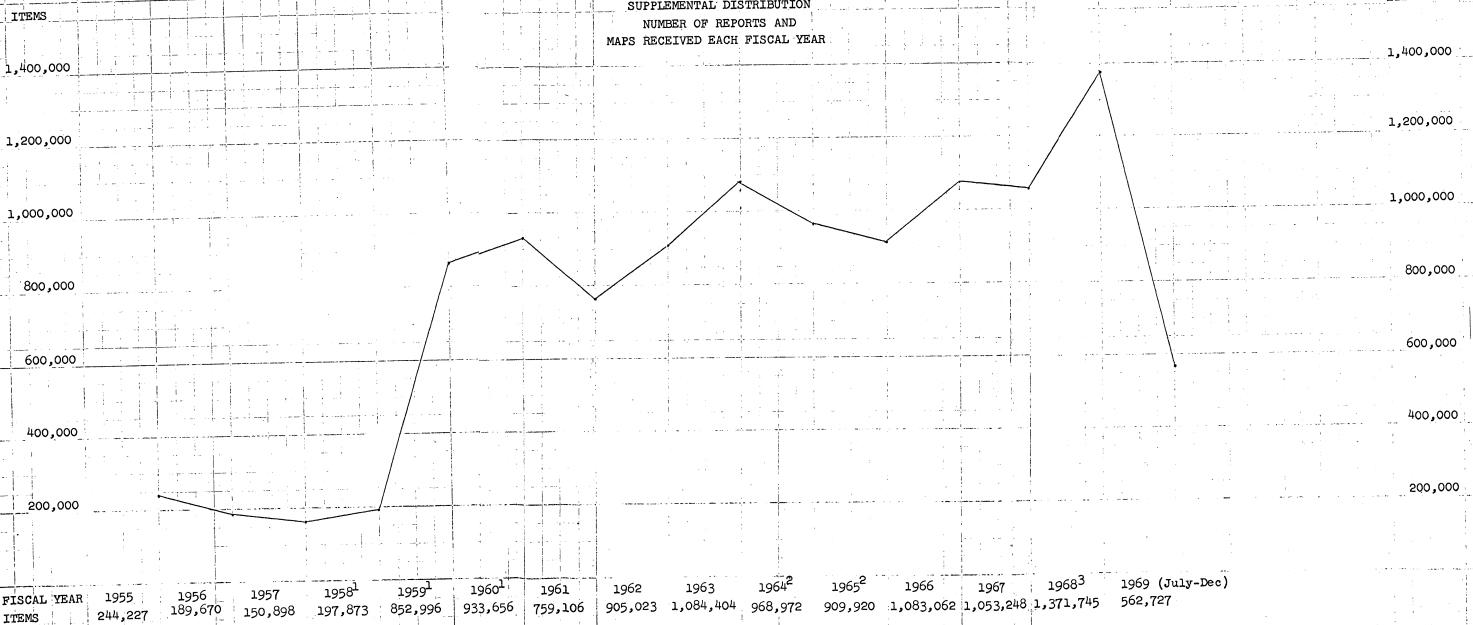
<sup>1</sup>Received extra copies of maps formerly stored by OBG/Map Library.

<sup>2</sup>The Production of the National Intelligence Survey was reduced.

<sup>3</sup>Received Supplemental Distribution copies of NPIC reports that were formerly stored and serviced by NPIC.

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SUPPLEMENTAL DISTRIBUTION  
NUMBER OF REPORTS AND  
MAPS RECEIVED EACH FISCAL YEAR



<sup>1</sup>Received extra copies of maps formerly stored by OBG/Map Library

<sup>2</sup>The Production of the National Intelligence Survey was reduced

<sup>3</sup>Received Supplemental Distribution copies of NPIC reports that were formerly stored and serviced by NPIC

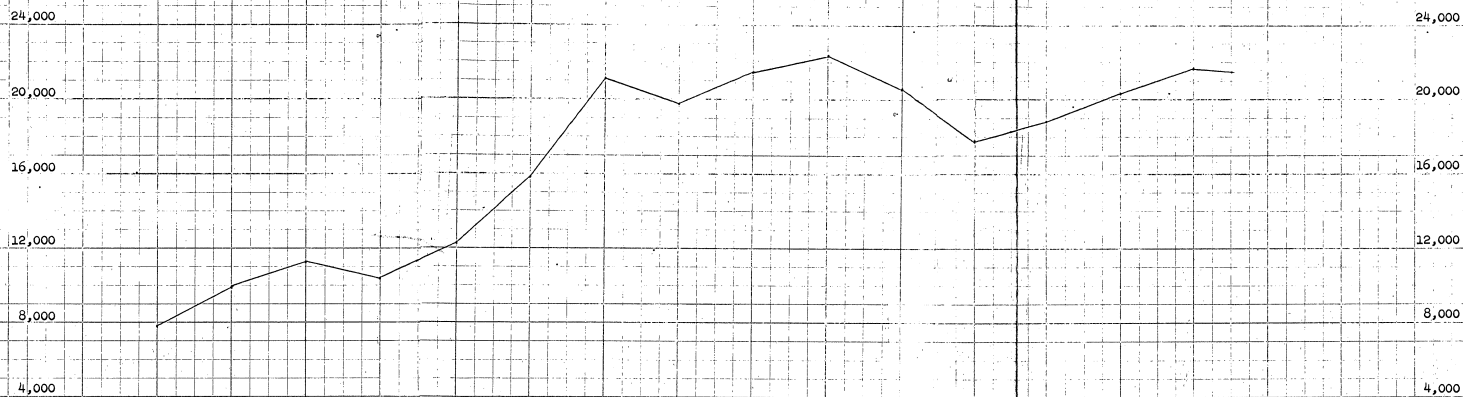
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CUBIC FEET

SUPPLEMENTAL DISTRIBUTION HOLDINGS  
IN CUBIC FEET BY FISCAL YEAR

CUBIC FEET



FISCAL YEAR	1954	1955	1956	1957	1958	1959	1960	1961	1962	1963	1964	1965	1966	1967	1968	1969 (Jul-Dec)
CU. FT.	7,966	9,884	11,247	10,431	12,172	15,922	21,042	19,727	21,425	22,257	20,514	17,955	18,989	20,264	21,761	21,620

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Records Center Branch

FROM : Chief, Records Services Division

SUBJECT: Construction of Records Center

DATE: 29 January 1954

1. Attached is a copy of the staff study pertaining to the construction of the CIA Records Center. In accordance with my conversation with you on 27 January, this staff study is now in process of review by the individual members of the Project Review Committee. Preliminary advice from the Acting DD/A indicates that unless some serious objection is raised by one of the members of the Project Review Committee, the staff study may be approved by the Deputy Director of CIA without the necessity of a formal meeting. Every indication is that the PRC will approve the proposal and that action leading toward actual construction will proceed very rapidly. As a matter of fact, the Acting DD/A has indicated his desire to see the new Center completed as near to 1 July 1954 as is possible.

2. Under the circumstances outlined above, it therefore seems necessary for us to get busy with detailed plans leading towards occupancy of the new Center as described above. In a meeting with Messrs [ ] on 27 January, a number of items in connection with the new Records Center were discussed. I outlined these to you briefly yesterday. However, in order that we all can understand our respective responsibilities in connection with this project, I would like to outline them as follows:

✓ a. Supplemental Distribution:

It appears to be advisable to handle Supplemental Distribution from a headquarters location. Therefore, the principal activity, as now carried out in the Records Center pertaining to this function, will remain in Washington. Space will be provided in [ ] or some other suitable building for material that will remain here.

You should proceed to estimate the amount of space that will be needed for the Supplemental Distribution material that will remain in Washington, and the number of people that will be required to service it.

b. Survey of Personnel for the Records Center:

Although we do not have approval at this time of the staff study, we can proceed with preliminary plans to determine which personnel are interested [ ] I suggest, therefore, that you prepare a rough draft communication which we can distribute to the personnel in the Records Center and perhaps elsewhere in the Division to determine their interest.

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10 April 1957

MEMORANDUM FOR THE RECORD

SUBJECT: Space and Storage of Copies of NIS

1. On 27 March 1957, [ ] I met Col. Boberg, Deputy Assistant Director, OBI to get his viewpoint with respect to where copies of NIS, which are now stored at the Records Center, may be housed if it is necessary to transfer them from the Center because of inadequate space.
2. Col. Boberg was advised that the Agency Records Center is now being rapidly filled with inactive records and we estimate that by approximately October 1, 1957, it will be filled. Since the Director is reluctant to proceed with the construction of additional Records Center space at this time because of the President's viewpoint on all government construction, it is necessary that we plan what to do to meet future requirements for storage of inactive Agency records.
3. I advised Col. Boberg of the possibility of transferring the present accumulation of copies of NIS to the Department of the Army for subsequent distribution through the IAC community. This proposal was made primarily because of the large volume of additional copies of NIS now required by the Department of the Army and other military agencies. Col. Boberg advised that such a transfer would not be practicable because the National Security Council in one of its basic directives has transferred responsibility for dissemination of NIS to the DCI. He advised that OBI would strenuously object to such a proposal.
4. It was suggested that we may find it necessary to procure space for the storage of NIS elsewhere than in the metropolitan area and transfer the present accumulation [ ] to this new location. Col. Boberg stated that OBI would have no objection to such an arrangement provided that the same controls and service as now carried out by the Records Center would be continued. Also, OBI could not provide the personnel to maintain and service the NIS.
5. Mr. O'Gara was advised of this development on 29 March 1957.

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